

REPORTS INVENTORY

PREPARE IN DUPLICATE

SRB 243 F

1. TITLE OF REPORT (If a fill-in report include Form No.)

243F SA 5X8-ALPHA

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

R

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form, computer print-out, etc.)

C-P-D

8. ADP PROCESSING

☒ YES

NO

IF YES GIVE ADP PROCESSING NO.

P-82F

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (Include lowest level contributing information to report)

DLS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
G5-06-3	4.21		.143		.60		.5		.30

B. COSTS OF COMPUTER PRODUCED REPORTS

			1275		.5		6.38
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TOTAL COSTS PER YEAR

\$ 6.68

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

14a. PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS☐ CHANGE☐ DISCONTINUE☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

14b. DATE OF INVENTORY

29 OCT 1970